

## COLCHESTER SCHOOL DISTRICT

### **POLICY: SCHOOL BOARD POLICY**

**DATE ADOPTED:** October 21, 2014

### **POLICY STATEMENT**

VSA Title 16 § 423 stipulates that each Town School District shall have a school board. The purpose of this policy is to define the make up and some of the operating procedures that will be used by that legislative body.

- I. **Qualifications:** (VSA Title 16 § 558)
  - A. A member of the School Board (hereafter referred to as "the Board") must be a legal voter in the Colchester Town School District.
  - B. A member of the Board shall not be regularly employed by the School District.
  
- II. **Board Membership:**
  - A. The Board shall be comprised of five members.
  - B. The terms of office shall be for three years and two years. One member shall be elected for a three year term and one member elected for a two year term at each annual meeting of the School District. Terms shall end on the third annual and second annual meeting days following their election.
  - C. Vacancies shall be refilled in accordance with VSA Title 16 § 424.
  - D. Members of the Board must be sworn in by the Town Clerk prior to entering upon the duties of their office. (VSA Title 16 § 561)
  - E. The officers of the Board shall be a chair, vice-chair, and clerk.
  - F. The officers must be elected annually at the Board meeting, which next follows the annual meeting, and the results of this election must be filed at the office of the Town Clerk and with the Vermont Commissioner of Education. (VSA Title 16 § 561)

#### Legal References:

- V.S.A. Title 1 §§ 310 - 314
- V.S.A. Title 16 § 423
- V.S.A. Title 16 § 424
- V.S.A. Title 16 § 554b
- V.S.A. Title 16 § 558
- V.S.A. Title 16 § 561
- V.S.A. Title 16 § 563

Last Adopted: June 21, 2000  
 Date Warned: September 12, 2014  
 First Reading: September 16, 2014  
 Second Reading: October 21, 2014

**III. Duties and Responsibilities:**

- A. The powers, duties and responsibilities of the Board are defined in VSA Title 16 § 563. The Colchester School Board will comply with these legal requirements.
- B. Roberts Rules of Order as modified for small boards shall govern the conduct of Board meetings. (VSA Title 16 § 554b)
- C. All Board meeting will be conducted in accordance with Vermont Open meeting law. (VSA Title 1 §§ 310 - 314)

**IV. Duties and Responsibilities of Officers of the Board:**

- A. Chair
  - 1. Presides over meetings of the Board.
  - 2. Calls special meetings.
  - 3. Performs other duties as directed by the Board.
  - 4. In collaboration with the Superintendent, establish the agenda for each meeting.
- B. Vice-Chair  
Substitute for the Chair whenever necessary.
- C. Clerk  
Performs all duties required by statute, VSA Title 16 § 561.

**V. Board Member Education:**

- A. Board Member will take advantage of training opportunities to learn more about their role, school programs, State Department of Education functions and legislative activities.
- B. The School District will pay the cost for these training opportunities.

**VI. Board Goal-Setting and Evaluations:**

- A. The Board will participate in goal-setting and self-evaluation activities developed or recommended by the Superintendent at least annually.
- B. These goals will address areas such as (not limited to):
  - 1. Policy making,
  - 2. Policy implementation,
  - 3. Community relations,
  - 4. Board interpersonal communication skills,
  - 5. Board-Superintendent relations,
  - 6. Fiscal/budget management,
  - 7. The instructional program,
  - 8. Labor relations,
  - 9. Board in-service training and
  - 10. Government relations.